

Job Description: SECRETARY II (COUNTY ATTORNEY)

CLASS NO. 1003

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Provides a broad range of legal secretarial assistance for the County Attorney's office including preparing legal documents and correspondence, gathering information for court cases, and coordinating case schedules.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant (County Attorney).
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with local law enforcement agencies, attorneys, and the general public. Has regular contact with the County Judge's office and with Child Protective Services.

EXAMPLES OF WORK

Essential Duties*

Types courtroom forms, correspondence, etc. with a high degree of accuracy for the County Attorney's office;

Answers telephone, responds to questions, directs calls, or takes messages as appropriate;

Assists the general public with questions or problems in person or over the telephone in a courteous and professional manner;

Administers intake and case preparation for new juvenile cases, and serves as Juvenile Court Coordinator;

Prepares petitions, charging instruments, court forms, various correspondence, and summons citations for juvenile cases;

Schedules and conducts juvenile case policy meetings with school officials, probation departments, etc. as required;

Conducts legal research related to juvenile cases; handled by Attorney

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 11/12/2014

CLASS NO. 1003 (Continued)

Prepares case files for hot check cases and types “courtesy letters” to writers of hot checks to notify them of pending court action;

Coordinates court dates, and prepares and files cases, including scheduling expert witnesses and placement facility coordinators;

Prepares monthly case deposition report and forwards to appropriate law enforcement agencies and the media;

Maintains log of disposed county court cases, including noting type of case, arresting agency, and fine assessed;

Obtains bids and prepares office supply requisitions for the County Attorney’s office;

Performs legal research;

Maintains office law library;

Files adult probation papers with county court and County Clerk;

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic criminal and civil law procedures; and current legal secretarial and clerical practices.

Skill/Ability to: operate a computer using standard word processing software; perform advanced WordPerfect operations; type accurately at a speed of at least 50 words per minute; operate standard office equipment including adding machine, and copy machine; apply correct business English, spelling, punctuation, and arithmetic; and establish and maintain effective working relationships with co-workers, judges, members of law enforcement agencies, members of various county and state agencies or offices, attorneys, and the general public.

CLASS NO. 1003 (Continued)

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent; plus at least two years of experience in a law office setting (college courses desirable);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.